

# A PARENT'S GUIDE TO **JOB CORPS**



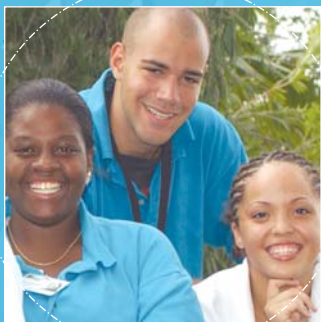
# C O N G R A T U L A T I O N S

**Y**our son or daughter is considering joining Job Corps!

Job Corps is the nation's most successful federal job training program for youth ages 16 through 24. Each year, Job Corps provides 65,000 young men and women with an opportunity to gain the experience they need to begin a career and take control of their lives.

Job Corps can help your child learn the specific skills that employers look for when hiring new employees. With the hands-on job training programs at Job Corps, your son or daughter will be prepared to work at a new and better job when they graduate from the program.

Job Corps prepares students for success in every aspect of their lives. It's a comprehensive program that not only provides essential academic and vocational training, but also teaches students to make a difference in the lives of other people. Students make lifelong friends by sharing in their classmates' lives and regularly engage in service projects to benefit local communities. Job Corps is a life learning experience that will help your son or daughter learn how to face responsibility and fulfill his or her dreams.



Look closely! Everyone pictured in this brochure is an actual Job Corps student or graduate.

**SUCCESS LASTS A LIFETIME.**

# THE TRAINING

If your son or daughter is eager to develop the skills that will lead to a rewarding career, then the Job Corps program is ideal. Our training also includes the employability and social skills that are so important to today's employers.

From day one, the teachers and staff at Job Corps take an interest in each student's training. They will work with your son or daughter to develop a personal career development plan, which will help him or her to focus on educational and training goals and will serve as a guide to what he or she needs to accomplish while in the program.

Job Corps offers hands-on training in a variety of career areas. The instructors are experts in their fields. They work with employers to make sure that each student learns the skills needed to compete in today's marketplace. The staff will work with your son or daughter on his or her resumé and job interview and job search skills, all in the first few weeks of the program. In addition, instructors work with each student to master important computer skills that many jobs now require.

Your son or daughter will have the opportunity to participate in internships at businesses in his or her selected career area (called work-based learning). In some cases, employers even set up training programs specific to their employment needs and operate them on center campuses. Before completing the program, students are required to demonstrate mastery of their chosen trades. Job Corps is a comprehensive career development program that ensures your son or daughter is well-trained and ready to secure quality employment.

# THE EDUCATION

Job training is not all that students can gain by joining Job Corps. To make sure all graduates have what they need to get the best job possible, Job Corps offers the opportunity to earn a high school diploma or GED. The program also offers English as a Second Language (ESL) classes at many centers.

At Job Corps, your son or daughter will work toward a diploma or certificate at his or her own pace and receive periodic progress evaluations. Part of each week is dedicated to academics, the rest toward training in a chosen career area. Every year, Job Corps helps thousands of students earn high school diplomas or GEDs.



# FINDING A **JOB**

Job Corps does more than just train and educate young adults. When a student completes the program, a Job Corps career transition specialist will help him or her make the transition to good-paying, full-time employment. The specialist will help your son or daughter practice interview skills, finalize a resumé and find a job that matches the training he or she received in the program.

Job Corps career transition specialists work to ensure there is a job waiting for your son or daughter when he or she finishes training. These specialists are in contact with local and regional businesses daily, and they know what businesses have the best job openings. For one year after your son's or daughter's job placement, a career transition specialist maintains contact to help him or her overcome new challenges and stay on track for success.



## VISIT THE JOB CORPS **CENTER**

As a parent or guardian of a Job Corps student, you are free to visit the Job Corps center as often as you wish. We ask as a courtesy that you give the center as much advance notice as possible before visiting. The notice will ensure that Job Corps instructors know to excuse your son or daughter from class, vocational training, or off-site training activities. Parents of prospective students are also welcome to tour the center campus before their son or daughter enrolls in the program.

For many students, this will be the first time they are away from home for an extended period of time. To allow your son or daughter time to adjust to center life, we suggest you wait at least eight weeks before making your first visit. Center staff find that phone calls home, letters and postcards from family members help support the student's commitment to complete the program.

Most Job Corps centers have "Family Days," when parents/guardians have the opportunity to tour the facilities and meet with staff about their family member's progress. We strongly encourage you to attend the center's "Family Day" activities and experience Job Corps firsthand. The center also hosts a graduation ceremony for graduates and family members once students complete the program.

# YOUR STUDENT, JOB CORPS & **MONEY**

Twice a month Job Corps gives each current student a living allowance. The allowance is usually used to buy personal items such as soap or toothpaste. The longer a student stays in the program, the more living allowance he or she is given. Students can also earn money for completing training in their career areas and/or earning their high school diploma or GED.

Job Corps also provides free basic medical and dental care to all students and offers many recreational activities for students to enjoy in their free time. Centers also frequently arrange visits to nearby attractions. If you wish to send your son or daughter money, we strongly recommend you purchase a money order. This is the safest method to ensure the funds are received. Some students prefer to use prepaid cards for long-distance phone calls and other expenses.

A reminder: Never send cash in the mail.

## LIFE AWAY FROM **HOME**

One of the most common problems Job Corps students experience is homesickness. In some cases, students have never lived away from home. It is understandable that your son or daughter feels anxious about leaving home and moving to a center in a different city or state. Most students attend the Job Corps center closest to their hometowns, but the transition to life away from home can still be a challenging experience.

Homesickness can make small problems appear larger than they really are. This is common during the first couple of months until students adjust to this big change in their lives. In this case, your child will need your support and reassurance so that he or she will feel more comfortable and make new friends. Your son or daughter should not use complaints such as “I don’t like the food” or “I haven’t made any friends” as excuses to come home.

When they enroll in Job Corps, all students are assigned a personal counselor to aid them in adjusting to center life. If you feel there is a legitimate concern, you are welcome to contact the Job Corps center and talk with that counselor. However, if you are satisfied these expressions are symptoms of homesickness, encourage your child to stay and get the training Job Corps provides.

Job Corps needs your support to encourage your son or daughter to stay in the program and complete the training. If you do, you will find the problems and difficulties will disappear over a period of time. Your child will make friends, become involved in the academic and vocational training and recreational programs and adjust to Job Corps center life.

In time, most students find Job Corps is a rewarding program that helps them grow personally as well as professionally. Students not only learn the skills they need to gain employment in good-paying, quality jobs, but also develop the social and employability skills necessary to thrive in today's workplace and to succeed in life. Each student also learns to take on new responsibilities while adjusting to life in Job Corps, including cleaning his or her room and certain areas of the center campus on a regular basis. Students participate in community service projects as part of the program. Job Corps can help your son or daughter mature as a person and as a prospective employee.

## RULES & REGULATIONS

Job Corps strives to provide a safe and secure environment for everyone. Violence and other forms of misconduct are not tolerated and are infrequent occurrences on center. When discipline problems do emerge, center staff intervene directly and swiftly. Each center provides a complete list of its rules and policies to all of its students during their first week in the program. Students should pay careful attention to their specific center's regulations. Your son or daughter can look forward to a safe, rewarding experience living and learning on the center campus.

Job Corps has a Zero Tolerance Policy against drugs and violence. Students who commit a violent act will be dismissed and will not be allowed to re-enter the program. Students who test positive for drugs will be immediately expelled from the program if they are not drug-free prior to their 45th day.

## SUCCESS LASTS A LIFETIME

Job Corps can make an important difference in a young person's life. The education and career training opportunities at Job Corps provide students with real skills and experience that will lead to quality jobs.

To be successful at Job Corps, students must work hard and be committed to their education and training. With hard work, your son or daughter will be one of the thousands of young people who have a better job and a better life as a result of joining Job Corps.

Job Corps is committed to providing students with a safe place to live and learn so they can be successful with their lives. Please encourage your son or daughter to seriously consider joining Job Corps, because with Job Corps — Success Lasts A Lifetime.



# WHERE YOUR CHILD ATTENDS JOB CORPS

Your son or daughter will attend the following Job Corps center:

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Telephone number: \_\_\_\_\_

\_\_\_\_\_ is the center director.

If there is an emergency or a problem that your Job Corps admissions counselor cannot solve, feel free to contact the Job Corps center director.

If you have any questions regarding the Job Corps program, please talk to your local Job Corps admissions counselor. Your counselor's name is:

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(Telephone number)

The admissions counselor will answer your questions or put you in touch with the on-center counselor assigned to your son or daughter.

**Job Corps is a federal government program for youth, administered by the U.S. Department of Labor/Employment and Training Administration.**

**Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number (800) 733-JOBS.**



# JOB CORPS **CENTERS**



## **DELAWARE**

**Wilmington Job Corps Center**  
Wilmington, DE • (302) 575-1710

## **DISTRICT OF COLUMBIA**

**Potomac Job Corps Center**  
Washington, DC • (202) 574-5000

## **KENTUCKY**

**Carl D. Perkins Job Corps Center**  
Prestonsburg, KY • (606) 886-1037

**Earle C. Clements Job Corps Academy**  
Morganfield, KY • (270) 389-2419

**Frenchburg Job Corps Center**  
Frenchburg, KY • (606) 768-2111

**Great Onyx Job Corps Center**  
Mammoth Cave, KY • (270) 286-4514

**Muhlenberg Career Development Center**  
Greenville, KY • (270) 338-5460

**Pine Knot Job Corps Center**  
Pine Knot, KY • (606) 354-2176

**Whitney M. Young Job Corps Center**  
Simpsonville, KY • (502) 722-8862

## **MARYLAND**

**Woodland Job Corps Career Development Center**  
Laurel, MD • (301) 725-7900

**Woodstock Job Corps Career Development Center**  
Woodstock, MD • (410) 461-1100

## **PENNSYLVANIA**

**Keystone Job Corps Center**  
Drums, PA • (570) 788-1164

**Philadelphia Job Corps Center**  
Philadelphia, PA • (215) 471-9693

**Pittsburgh Job Corps Center**  
Pittsburgh, PA • (412) 441-8700

**Red Rock Job Corps Center**  
Lopez, PA • (570) 477-2221

## **VIRGINIA**

**Blue Ridge Job Corps Center**  
Marion, VA • (276) 783-7221

**Flatwoods Job Corps Center**  
Coeburn, VA • (276) 395-3384

**Old Dominion Job Corps Center**  
Monroe, VA • (434) 929-4081

## **WEST VIRGINIA**

**Charleston Job Corps Center**  
Charleston, WV • (304) 925-3200

**Harpers Ferry Job Corps Center**  
Harpers Ferry, WV • (304) 728-5708

**(800) 733-JOBS**  
Success lasts a lifetime.